

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

09-367A

**OPEN PERIOD:**

10/2/2009 – 10/1/2010

**JOB TITLE:**

**SUPERVISORY HEALTH  
SYSTEMS SPECIALIST**

**PAY GRADE AND SERIES:**

**GS-0671-10**

**PAY RANGE: \$57,050 - \$74,163**

**POSITION LOCATION:**

MARCH ARB

**APPOINTMENT TYPE: PERMANENT W/DUAL STATUS**

**PDCN #: 80716000**

**AREA OF CONSIDERATION: ALL SOURCES**

**Military grade of E-6 THROUGH E-8.**

**Security Clearance Required:**

**SECRET**

**Compatible Military Grade Assignment: AFSC 4A0X1**

**THIS POSITION IS OPEN UNTIL FILLED**

**THIS IS A PERMANENT POSITION**

This position is located in the Medical Group at an Air National Guard Wing. The primary purpose of this position is to serve as the full-time Health Systems Specialist for the installation, geographically separated units (GSU(s), and tenant units, with responsibility for managing all medical administrative functions including medical support, medical operations, force health management and related medical applications. It has direct supervision over the Health Technician(s) and the Public Health Technician (s).

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized upon approval.**

**PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest**

**Position Requires Travel: Infrequent/Rare.**

**QUALIFICATIONS and EVALUATION:**

**General:** Experience in administrative or technical work which demonstrates the applicant's knowledge of missions, organizations, programs, and requirements of health care delivery systems; ability to analyze problems and present both oral and written recommendations taking into consideration the wide range of factors and requirements which affect the management of the health care delivery system.

**Supervisory Health Systems Specialist GS-0671-10:** Must have 30 months of specialized experience which demonstrates the ability to oversee the overall physical examination, immunization, and hearing program for the weekday unit training; experience developing plans, procedures, goals, and objectives in support of the Aerospace Medicine Program using an extensive knowledge of DOD, OSHA, USAF and ANG regulations, policies and standards; experience with programs which include physical examinations standards, flight medicine, occupational health surveillance, immunizations and related aero medical concerns; experience communicating organizational policies and other information to subordinate; experience supervising and counseling Technicians and Temporary Technicians; experience reviewing and resolving concerns or conflicts made by the member, supervisor, and/or commander; experience identifying, reporting, formulating and recommending solutions to command personnel for resolution of compliance and delinquency trends which could negatively impact readiness; experience administering the related programs of occupational/physical examinations and flight medicine to ensure personnel readiness and mission effectiveness; experience reviewing the effectiveness and status of medical unit functions and traditional military programs and makes; experience conducting a quality assurance check of physical exams, medical waivers and other command directed medical programs; experience recording and reporting medical information such as test results, and give, preparatory instructions to patients for a variety of diagnostic procedures; experience administering workday program; experience reviewing wing, geographically separated unit and medical unit training schedule and mission; experience surveying workday requirements needed to meet mission; experience allocating workday resources.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of the mission, organization, requirements and procedures of military medicine to provide guidance and assistance on multiple policies relating to health care programs.
2. Knowledge of supervision and effective organizational and communication skills, ability to handle conflict resolution.
3. Knowledge of DOD, OSHA, Military Health Services Systems, aerospace medicine activities, USAF, ANG, Federal, State and local policies and directives to administer medical unit programs.
4. Knowledge of International Classification of Diseases (ICD) and other specialized references for coding Medical conditions.
5. Ability to address complex medical issues with members, supervisors, commanders, state staff, and higher headquarters.
6. Knowledge of available medical services, and experience in coordinating with the civilian and military medical providers and other Base organizations (finance, personnel, unit commanders, supervisors, and legal) to ensure accurate processing and continuity of care.

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

Must qualify for appropriate level of security clearance required for the position

Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific**

**Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**